



**Armed Forces Retirement Home
Office of the Inspector General
3700 N. Capitol Street
Washington, DC 20011-8400**

June 5, 2013

**MEMORANDUM FOR THE ARMED FORCES RETIREMENT HOME (AFRH), CHIEF
OPERATING OFFICER**

SUBJECT: Catholic Chapel Fund Audit of the Armed Forces Retirement – AFRH-Gulfport

The AFRH Inspector Generals Office is providing this audit for your information and use. The audit was conducted at the AFRH-G facility level.

PURPOSE OF CATHOLIC CHAPEL FUND AUDIT: The purpose of this internal audit was to ensure that satisfactory controls and procedure are in place to monitor and safeguard Catholic Chapel Fund at AFRH-G.

CATHOLIC CHAPEL FUND AUDIT SCOPE: The AFRH Inspector Generals office has the authority to review and evaluate all aspects of the AFRH-G Catholic Chapel Fund. The review of the AFRH-G Catholic Chapel Fund included the following areas:

- Review of current Standing Operating Procedure (SOP) No. G-RS-CHA-5-02 dated May 15, 2013 (Attachment 1)
- Review the following for March & April 2013: AFRH-G Business Center audit report for the Catholic Chapel, Catholic quarterly meeting minutes, Hancock Bank statement, returned checks, deposit slips and purchase receipts. (Attachment 2)
-

CATHOLIC CHAPEL FUND ELEMENTS: This audit consists of reviews, observation, finding and recommendations.

OBSERVATIONS:

- Controls were put in place on May 15, 2013 following SOP No. G-RS-CHA-5-02.

REVIEWS:

- Reviewed March 2013 Business Center audit report, April 2013 quarterly meeting minutes, Hancock Bank statement, returned checks, deposit slips and purchase receipts.

FINDINGS:

- No findings

RECOMMENDATIONS:

- AFRH Inspector General should audit the Catholic Chapel Fund in November 2013. This will allow for the controls to be in place for six months.

If you have any questions, comments or would like to discuss this audit please contact me at (202) 541-7550 or AFRH.IG@AFRH.GOV.

Respectfully,

// signed //

SHEILA R. ABARR
Inspector General
Armed Forces Retirement Home



ARMED FORCES RETIREMENT HOME –GULFPORT RESIDENT SERVICES

CHAPLAIN SERVICES STANDARD OPERATING PROCEDURE (SOP) NO. G-RS-CHA-5-02

MAY 15, 2013

CHAPEL FUND

- I. **PURPOSE:** Establishes protocol and procedures for the administration of a consolidated Chapel Fund at the Armed Forces Retirement Home – Gulfport (AFRH-G.)
- II. **PROTOCOL:** The Chapel fund is established as a means of satisfying the desires of the residents of the various faith groups at AFRH-G; to make contributions which directly support their respective religious programs; and to make special offerings to worthy causes, charities, and religious organizations.
- III. **EXPLANATION OF TERMS:**
 - A. **Chapel Fund:** Consolidated non-appropriated fund at AFRH-G with separate accounts for each faith group. The fund is administered by a council composed of members from each of these faith groups.
 - B. **General Offerings:** Routine offerings given to support the religious programs at AFRH-G.
 - C. **Designated Offerings:** Offerings designated and approved by the Fund Council for a specific purpose. Such purpose will then be announced to the congregation prior to giving the offering.
 - D. **Budget:** Annual plan for the use of anticipated offerings. Budget must be approved by the Council by September 30 of each year.
 - E. **Custodian:** Council member of each faith group who shall be responsible for the accounting and management of the Chapel Fund on a regular basis. This person shall reconcile the checkbook monthly and prepare for routine or special audits. The Custodian can be one (1) of the two (2) check signers if the Custodian is a resident.
- IV. **CHAPEL FUND COUNCIL:**
 - A. **Council:** The Chaplain of each participating faith group will nominate persons to serve as Council members to represent that group. The Council will consist of at least the following: Chairperson, Vice Chairperson, Custodian, Recorder, and two (2) or more voting members per participating faith group, each group having the same number of voting members when available. A current appointment letter for each position will be signed and on file with the Chief of Resident Services at all times (Attachments 1 – 4). Chaplains may guide and advise the Council.
 - B. **Council Minutes:** Council minutes will be submitted to the Chaplain of each participating faith group for review and approval. Minutes will be signed by two (2) members of the Council. Meetings, with minutes, must be conducted for expenditures outside of the approved annual budget. All minutes shall be readily available for additional review by the Chief of Resident Services.

C. Fund Council:

1. Meet at least quarterly to review expenditures of the preceding months and to recommend expenditures for the upcoming quarter if changes are required.
 2. Review and submit an annual budget.
 3. Review financial statements quarterly.
 4. Ensure all funds are safeguarded according to approval procedures and used in accordance with the objectives of the Chapel Fund protocol.
- D. Voluntary offerings from individuals or organizations will be accepted whenever proffered. The contributor will relinquish all control of any offering made to the fund.

V. SAFEGUARDING FUNDS:

- A. Offerings received at religious services will be deposited in the appropriate Chapel Fund bank account on the next business day.
1. Two (2) Council members must count the offerings and complete the deposit slip with both members initialing the deposit slip to verify the offerings.
 2. Duplicate deposit slips must be used.
 3. Yellow copy of deposit slip, with initials, must remain in the deposit book.
 4. White copy of deposit slip, with initials, is to be deposited with the funds on the next business day.
 5. Bank receipt must be provided for documentation.
- B. Offerings, which are received at other times, will be deposited immediately or on the next business day following the steps listed in V.A.1-5 above.
- C. Care will be taken to ensure that separate accountings are made for the receipts/disbursements of each faith group.
- D. Adequate physical controls for checkbook and cash received awaiting deposit must occur to protect funds.
- E. The AFRH-G Business Center will conduct quarterly audits of the Chapel Fund and submit a written audit to the Administrator and the Chief of Resident Services.
1. Chief, Resident Services will review findings of audit with Council Chairperson, Custodian and Chaplain.

VI. DISTRIBUTION:

- A. All purchases will be processed through the Custodian using the annual budget as a guide. The Custodian will ensure that such expenditures have been authorized before certifying that funds are available for purchases under \$1,000.00.
- B. Expenditures not approved in the annual budget or exceeding the annual budget must be approved with a Fund Purchase Order and annotated in the meeting minutes prior to expending funds.

- C. The Chaplain for each faith group may initiate purchase requests using the Chapel Fund Purchase Order form (Attachment 5) for purchases over \$1,000.00. The form must be approved by the Chief of Resident Services prior to purchase.
- D. All checks must have two (2) authorized resident signatures.
- E. The Chapel Fund may maintain charge accounts for routine expenditures such as refreshments, altar supplies, religious literature, flowers, and cleaning of vestments and linens. However, no obligations may be incurred in excess of the funds that are on-hand and which have not been approved by the Fund Council.

VII. AUDIT OF CHAPEL FUND:

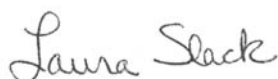
- A. Chapel Fund will be audited on the following schedule:

1 st Quarter: October – December	Deadline: January 31 st
2 nd Quarter: January – March	Deadline: April 30 th
3 rd Quarter: April – June	Deadline: July 31 st
4 th Quarter: July – September	Deadline: October 31 st
- B. Custodian of each faith group will prepare for audit and provide the Business Center with all information required by the deadlines outlined above.
- C. The Business Center requires the following documentation to conduct an audit:
 - 1. Current signed appointment letters.
 - 2. All meeting minutes.
 - 3. Approved Annual Budget.
 - 4. Bank Statements.
 - 5. Documentation for all expenditures, invoices and expense/revenue ledger.
 - 6. List of current check signers.

VIII. DISSOLUTION OF FUNDS:

- A. If it becomes necessary to discontinue the Chapel Fund, remaining funds will be deposited in the Non-Appropriated Fund (NAF) – Resident Fund, and be held for religious program expenditures of contributing faith groups.
- B. When the Chapel Fund is discontinued, all collections will cease on and after the effective date of dissolution. Records of the Fund will be retained by the Custodian until final audit is accomplished.

IX. PROPERTY: The Chapel Fund is not permitted to hold property. All items purchased become the property of the AFRH-G and will be accounted for in accordance with applicable Directives.



LAURA SLACK
Chief, Resident Services

Attachments:

1. Chairperson Appointment Letter.
2. Vice Chairperson Appointment Letter.
3. Custodian Appointment Letter.
4. Recorder Appointment Letter.
5. Request for Funds from the Chapel Fund for Purchases Over \$1,000.00 or Reimbursement.

**Armed Forces Retirement Home – Gulfport
1800 Beach Drive
Gulfport, MS 39507**

CHAIRPERSON: _____ CHAPEL FUND

SUBJECT: Appointment of Chairperson Approving Authority for the Chapel Fund

_____ is appointed as the Chairperson Approving Authority for AFRH-G.

The intent of all funds is to be used for expenditures that are in support of the religious program.

I agree to follow all procedures within the attached Chapel Fund Standard Operating Procedure (SOP).

I agree to assume all responsibilities of the Vice Chairperson in the event that the Vice Chairperson is unavailable.

_____ (Print)
Chairperson

_____ Date _____
Chairperson

_____ (Print)
Chief, Resident Services

_____ Date _____
Chief, Resident Services

Attachment: Chapel Fund Standard Operating Procedure (SOP)
(Please review and initial each page of the Chapel Fund Standard Operating Procedure.)

**Armed Forces Retirement Home – Gulfport
1800 Beach Drive
Gulfport, MS 39507**

VICE CHAIRPERSON: _____ CHAPEL FUND

SUBJECT: Appointment of Vice Chairperson Approving Authority for the Chapel Fund

_____ is appointed as the Vice Chairperson
Approving Authority for AFRH-G.

The intent of all funds is to be used for expenditures that are in support of the religious program.

I agree to follow all procedures within the attached Chapel Fund Standard Operating Procedure (SOP).

I agree to assume all responsibilities of the Chairperson, Custodian, and/or Recorder in the event that any of these council members are unavailable.

_____ (Print)
Vice Chairperson

_____ Date _____
Vice Chairperson

_____ (Print)
Chief, Resident Services

_____ Date _____
Chief, Resident Services

Attachment: Chaplain Services Standard Operating Procedure (SOP)
(Please review and initial each page of the Chapel Fund Standard Operating Procedure.)

**Armed Forces Retirement Home – Gulfport
1800 Beach Drive
Gulfport, MS 39507**

CUSTODIAN: _____ **CHAPEL FUND**

SUBJECT: Appointment of Custodian Approving Authority for the Chapel Fund

_____ is appointed as the Custodian Approving Authority for AFRH-G.

The intent of all funds is to be used for expenditures that are in support of the religious program.

I agree to follow all procedures within the attached Chapel Fund Standard Operating Procedure (SOP).

I agree to provide all required documentation and information for quarterly audits as indicated in the attached Chapel Fund Standard Operating Procedure (SOP).

_____ (Print)
Custodian

_____ Date _____
Custodian

_____ (Print)
Chief, Resident Services

_____ Date _____
Chief, Resident Services

Attachment: Chapel Fund Standard Operating Procedure (SOP)
(Please review and initial each page of the Chapel Fund Standard Operating Procedure.)

**Armed Forces Retirement Home – Gulfport
1800 Beach Drive
Gulfport, MS 39507**

RECORDER: _____CHAPEL FUND

SUBJECT: Appointment of Recorder Approving Authority for the Chapel Fund

_____ is appointed as the Recorder Approving
Authority for AFRH-G.

The intent of all funds is to be used for expenditures that are in support of the
religious program.

I agree to follow all procedures within the attached Chapel Fund Standard
Operating Procedure (SOP).

I agree to provide all required documentation and information for quarterly audits
as indicated in the attached Chapel Fund Standard Operating Procedure (SOP).

_____ (Print)
Recorder

_____ Date _____
Recorder

_____ (Print)
Chief, Resident Services

_____ Date _____
Chief, Resident Services

Attachment: Chapel Fund Standard Operating Procedure (SOP)
(Please review and initial each page of the Chapel Fund Standard Operating
Procedure.)

ARMED FORCES RETIREMENT HOME – GULFPORT

REQUEST FOR FUNDS FROM THE CHAPEL FUND FOR PURCHASES OR REIMBURSEMENT

TO: _____
Chapel Fund Custodian

APPROVED BY: _____
Chief, Resident Services

DATE: _____

DATE APPROVED: _____

REQUESTED BY: _____
(Signature and Print Name)

REQUEST NEEDED TO BE COMPLETED BY: _____
(Date)

Fill in all columns below so that the reason for this Request might be clear.

QTY	ITEM DESCRIPTION	VENDOR (IF KNOWN)	PRICE	TOTAL

Describe the program and/or the need for the above Request in the space below. Attach to this *Request for Funds for Purchase* a copy of the minutes authorizing this purchase or other documentation that supports this program. (e.g., an invoice from previously approved expenditure; receipts if this is a *Request for Reimbursement*)

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If there is a need for additional support from another office or department at AFRH-G, please communicate that need specifically in the space below and make efforts to contact that office.

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Catholic Chapel Fund Audit Report

Date of Audit: 30 APRIL 2013

Fiscal Quarter : JANUARY-MARCH 2013

AREA TO BE INSPECTED	COMMENTS	INSPECTOR'S INITIALS
<i>Copies of all appointment letters are maintained on file by custodian</i>	Custodians were appointed on 24 September 2012 and was documented in the minutes for the Annual Budget Meeting. No appointment letters were provided. The recommendation from the previous audit that an appointment letter be completed, signed, and on file with the religious records and the Business Center is currently in the process of being completed per a meeting with the Chief of Resident Services, Business Center, Chaplain, and Council on May 3, 2013.	KS RM
<i>Designated faith group representatives are appointed for each faith group</i>	Partial appointed board on 24 September 2012 and was documented in the minutes for the Annual Budget Meeting. The recommendation from the previous audit to appoint a full board is currently in the process of being completed per a meeting with the Chief of Resident Services, Business Center, Chaplain, and Council on May 3, 2013.	KS RM
<i>A completed offering receipt is on file for each offering, which was received.</i>	It has been determined that all donations are deposited and documented by using the duplicate deposit slips. All deposits are being initialed by two people. All receipts and bank statements balanced except one. The deposit slip indicated an amount of \$169.00, but the bank statement depicted \$174.00 as deposited.	KS RM
<i>Adequate physical controls are in place to protect the checkbook and cash received awaiting deposit.</i>	It was determined that all checking account information is being kept in a locked drawer with few people having access. The person making the deposit is the same person that signs the checks. All checks are being signed by two check signers that are church members.	KS RM

<i>Chaplain's Fund Council meet quarterly to review expenditures, review financial statements, and ensures all funds are safeguarded per SOP.</i>	Board meets once a quarter to review the financial information. A representative records minutes of each meeting. The minutes are submitted to the Chief of Resident Services. Meeting minutes are signed by at least two members. A copy of the minutes are on file with the religious records and the Business Center. Annual budget was submitted to the Business Center during a previous audit. It was highly recommended in the previous audit that the annual budget be reviewed and documented in the meeting minutes quarterly. The previous audit recommendation has not been implemented.	KJ PM
<i>All disbursements authorized by committee and annotated in minutes. (Expenditures)</i>	All expenditures are authorized by the board and other members and documented in the meeting minutes. The Business Center is unable to verify budgeted versus actual expenditures by the Catholic Annual Budget until the last audit for FY'13.	KJ PM
<i>Disbursements were within the spending limits established for the Administrator and approved by the Administrator and the Chief of Resident of Services.</i>	Currently, all purchases \$1,000 or above is being approved by the Campus Administrator and Chief of Resident services. All supported documentation is being provided. Currently, [REDACTED] has been appointed to make all purchases as documented in the meeting minutes.	KJ PM
<i>Custodian signed checks/made actual disbursements. Custodian disbursed only after request was approved.</i>	All disbursements are currently being made after the approval is received. Per previous SOP's it is recommended that all checks be signed by the custodian and that actual disbursements be made by the custodian. Per the new proposed Chapel Fund SOP, this requirement is in revision per a meeting with the Chief of Resident Services, Business Center, Chaplain, and Council on May 3, 2013.	KJ PM
<i>Petty cash fund: Maintains adequate physical controls to protect funds.</i>	No Petty Cash Fund	KJ PM
<i>Additional Notes</i>	As recommended in the previous audit, a meeting was conducted to address a new proposed Chapel Fund SOP and audit expectations. The meeting with the Chief of Resident Services, Business Center, Chaplain, and Council was conducted on May 3, 2013. The Chief of Resident Services provided the previous audits to each faith group. The Business Center is provided organized records and documentation to conduct a proper audit. Appointment letters need to be submitted to the Business Center.	KJ PM

The Chapel Fund audit was completed on 30 April 2013 with Mrs. Georgia Hoffer, representative . The books present a complete and accurate picture of the fund status except as noted. Recommendations are included within and expected to be enforced immediately by the Chief of Resident Services and depicted upon the next quarterly audit. This audit was conducted based upon the Chaplains' Fund SOP dated 12/14/2010, Administration SOP NO. W-OA-ADM-1-07, Chaplain Services SOP dated 07/05/2012, 02/04/2013, and Fund/Donation Accountability SOP dated 09/06/2012. The new Chapel Fund SOP is in the approval process. The next audit will be planned for July 2013.

Conducted By: Robin Moore Business Center

Submitted By: Loree Lindsey, Business Center

Catholic quarterly Meeting – April 15, 2013

Our quarterly meeting this year was held in the Chapel on Monday, April 15, 2013 at 9:55 a.m. Those in attendance were: [REDACTED]

It was a general consensus of the group to restart our “Share the Faith” evening class in the Community Center after the Lenten Season as well as the Holy Hour and Benediction. The group also decided to give out some money to charity which is included our budget for this year. The following charities were considered: St. Vincent de Paul, Feed my Sheep, St. Vincent de Paul pharmacy, Catholic Gulf Pine, and Mission Group.

When asked what else can be done to enhance and strengthen our faith, members present expressed satisfaction at our religious activities and want to keep at the same level of activities for the mean time.

The meeting came to an end with a prayer by Father Uko at 10:31 a.m.

Submitted by [REDACTED]

Paul Hoyer
Ralph S. S. S.
Bob Tharnt



Page: 1 of 2

Statements Dates
03/01/2013 - 03/31/2013

Return Service Requested

8500 001000 002

AFRH
CATHOLIC OFFERING FUND
1800 BEACH DR
GULFPORT MS 39507

Account Number:
44705521

Images:
3

* IMAGE * E0

WE'RE READY TO LEND WITH GREAT RATES ON PERSONAL LOANS.
TO APPLY CALL 1-800-965-LOAN. NORMAL CREDIT CRITERIA APPLY.

Checking Account Summary

PREVIOUS BALANCE	12,536.11	AVERAGE BALANCE	
+ 4 CREDITS	930.07		12,902.63
- 3 DEBITS	341.63	YTD INTEREST PAID	
- SERVICE CHARGES	.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	13,124.55		

***** CHECKING ACCOUNT TRANSACTIONS *****

• Deposits and Other Credits

Date	Amount	Description	Date	Amount	Description
03/04	174.00	DEPOSIT	03/18	180.00	DEPOSIT
03/12	269.00	DEPOSIT	03/25	307.07	DEPOSIT

• Checks

Date	Serial	Amount	Date	Serial	Amount
03/14	1075	35.00	03/26	1077	34.30
03/22	1076	272.33			

• Balance By Date

Date	Balance	Date	Balance	Date	Balance
02/28	12,536.11	03/14	12,944.11	03/25	13,158.85
03/04	12,710.11	03/18	13,124.11	03/26	13,124.55
03/12	12,979.11	03/22	12,851.78		



001000002



Hancock Bank.

8500

12305

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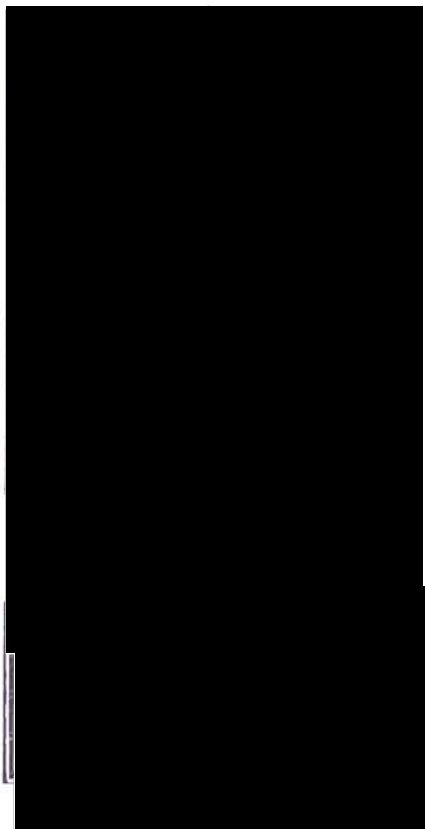
2 of 2

Close Date:

03/31/2013

Account Number:

44705521



DATE		DOLLARS	CENTS
CURRENCY		174	-
COINS			
TOTAL CASH			
CHECKS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
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28			
TOTAL FROM OTHER SIDE OR ATTACHED LIST			
PLEASE RE-ENTER TOTAL HERE		174	00

RM 1010
AT BEACH DR.
LPORT, MS 39507



⑆5368⑈1000⑆04470552⑈

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

SPECIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

RE-ENTER GRAND TOTAL
IN SCREENED BOXES

DEPOSITS MAY NOT
BE AVAILABLE FOR
IMMEDIATE WITHDRAWAL.

88-368/655
32

DEPOSIT
TICKET
TOTAL ITEMS

\$ 174.00

DATE		DOLLARS	CENTS
CURRENCY			
COINS		114	
TOTAL CASH			
CHECKS			
1		100	
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28			
TOTAL FROM OTHER SIDE OR ATTACHED LIST			
PLEASE RE-ENTER TOTAL HERE		114	

1010
CATHOLIC OFFERING FUND
20 BEACH DR.
ALFPORT, MS 39507



Member FDIC / hancockbank.com

R. F. H.

[Signature]

⑆5368⑈1000⑆04470552⑈

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

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DEPOSIT
TICKET
TOTAL ITEMS

DEPOSITS MAY NOT
BE AVAILABLE FOR
IMMEDIATE WITHDRAWAL.

85-368/555
32

RE-ENTER GRAND TOTAL
IN SCREENED BOXES

	DOLLARS	CENTS
CURRENCY		
COINS		
TOTAL CASH	160	00
CHECKS	20	00
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TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	180	00

1010
STOLIC OFFERING FUND
20 BEACH DR.
PORT, MS 39507

P. F. H.


Hancock Bank.
Member FDIC / hancockbank.com

⑆5368⑈1000⑆04470552⑈

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

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RE-ENTER GRAND TOTAL
IN SCREENED BOXES

DEPOSITS MAY NOT
BE AVAILABLE FOR
IMMEDIATE WITHDRAWAL.

DEPOSIT
TICKET
TOTAL ITEMS

85-589/655
32

DATE 03-24-13
 1810
 ATLANTIC OFFERING FUND
 100 BEACH DR.
 EL PORT, MS 38507

	DOLLARS	CENTS
CURRENCY		
COINS		
TOTAL CASH	199	00
CHECKS	108	07
1		
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TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	307	07



Member FDIC / hancockbank.com

⑆5368⑈1000⑆04470552⑈

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

J.F.H.

RL

\$ 307.07

DEPOSIT
TICKET
TOTAL ITEMS

DEPOSITS MAY NOT
BE AVAILABLE FOR
IMMEDIATE WITHDRAWAL.

85-368/555
32

RE-ENTER GRAND TOTAL
IN SCREENED BOXES

Franciscan Media INVOICE

REMIT WITH PAYMENT

Order Date	Acct Number	Order No	For	Total Amount Due	Amount Enclosed
02/04/2013			Homily Helps Sunday	\$35.00	

Checks, Money Orders or Credit Card payments only.

[] Payment Enclosed OR [] Visa [] MasterCard [] Discover

AFRH/CATHOLIC CHPLN
1800 BEACH DR
GULFPORT, MS 39507-1508

Card Holders No. _____
Card Holders Signature _____
Expired Date _____
Daytime Phone No. _____

ATTN HHS-I
Franciscan Media
28 W. Liberty Street
Cincinnati, OH 45202-6498

Please Detach Here X



28 W. Liberty Street | Cincinnati, OH 45202-6498
800-488-0488 | FranciscanMedia.org

BILL TO: [REDACTED]
AFRH/CATHOLIC CHPLN
1800 BEACH DR
GULFPORT MS 39507-1508

INVOICE

Order Date:	02/04/2013					
		Copies	Price Per	Total Amount	Amount Paid	Amount Due
Order Number:	[REDACTED]					
Homily Helps Sunday		1	\$35.00	\$35.00	\$0.00	\$35.00
Total:					\$0.00	\$35.00

AFRH 10/10
CATHOLIC OFFERING FUND
1800 BEACH DR.
GULFPORT, MS 39507

1075
85-368/655
32

3/8/13 Date

Pay to the Order of Franciscan Media \$ 35.00
thirty-five dollars only Dollars

Hancock Bank.
Member FDIC / hancockbank.com

For _____

⑆06550368⑆⑆1075⑆04470552⑆⑆

GUARDIAN SAFETY® BLUE

2/21/2013

Rose's Florist

2463 B Pass Rd. • Biloxi, MS 39531
228-385-7673

INVOICE

DELIVERED TO:

Armed Forces Retirement Home
na
GULFPORT, MS 39507

P:228-206-7617

ACCT. NO:

ORDER NO:

ORDER DATE: 3/16/2013 9:21AM

ORDERED BY:

DELIVERY DATE: Fri, 03/22/2013

3/16/2013 9:21AM

PRODUCT	QUANTITY	PRICE/UT	DISCOUNT	EXTENDED
GP - cat palm	1	35.00		35.00
GP - Green Plant easter lily	8	10.00		80.00
GP - Green Plant hydrangea	3	25.00		75.00
Delivery Charge	1	12.00		12.00
SUB-TOTAL				202.00
Sales Tax				14.14
TOTAL				216.14

RD/OCCASION

ter

*** DISCOVER

65.65

ITEMS PURCHASED: 19

9.48

Your Cashier: Tina

56.19

Thanks For Shopping
Rouses Market #41
Gulfport, MS
(228)604-0076

603739 03-06-13 9:59A 034/01/0041

protestant 10 P. 07

FL 216.14
Breakfast 56.19
Feb. #
Confession 272.33
for Lent

AFRH 10/10
CATHOLIC OFFERING FUND
1800 BEACH DR.
GULFPORT, MS 39507

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32

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Seague Hyffer

\$ 272.33

two hundred seventy-two and

Dollars



Security
Features
Details on
Back

Hancock Bank.

Member FDIC / hancockbank.com

Flowers Easter Food

06550368 1076 044705521

MY ROUSES

Gulf Coast's Best

1	Nb Triscuit Rf 12oz	TF	4.49
2	Rouses Homo Milk 1/2 Gal	TF	2.39
3	8 Oclock Clmb Ground 13oz	TF	6.75
4	Nstl Marshmallow HCM 10pk	TF	1.99
5	BY MLD SHRED CHEDDAR	TF	2.85
6	BY MLD SHRED CHEDDAR	TF	2.85
7	BYET FANCY SHRED COLBY JC	TF	2.85
8	EggInd Bst Large Eggs Doz	TF	3.15
9	Pet Ritz Reg Pie Crst 10z		
	2 eaP @ 1 eaP/	2.39 TF	4.78
10	WHITE SEEDLESS GRAPES		
	2.25 @ 1 /	3.59 TF	8.08
11	LARGE VR TOMATOES		
	1.12 @ 1 /	1.89 TF	2.12
12	NAVEL ORANGES LARGE		
	1.35 @ 1 /	1.19 TF	1.61
13	SWEET YELLOW ONIONS		
	0.53 @ 1 /	1.29 TF*	0.68
14	CANTALOUPE MELON LARGE	TF	2.79
15	LUBRIDERM SKNRS W/ SHEA CC	T	7.99
16	ICEBERG LETTUCE LARGE	TF	1.49
17	ROUSES LA STRAWBERRIES 1#	TF*	2.99
18	RED BELL PEPPERS		
	1 eaP @ 2 eaP/	3.00 TF	1.50

***** Sale Subtotal*** 61.35

Sales Tax 4.30

***** Total Sale*** 65.65

Account No.:*****7343

Appr No.:00660R

*** 65.65

ITEMS PURCHASED. 15

9.48

our Cashier:Tina

56.19

Thanks For Shopping
Rouses Market #41
Gulfport, MS
(228)604-0076

603739 03-06-13 9:59A 034/01/0041

The Church Supply House

J. Prestes & Company, Inc.

3605 Division Street, Metairie, LA 70002-4615

MAIL: P.O. Box 8544, Metairie, LA 70011-8544

Phone 504-456-0663 Fax 504-456-0665

E-mail mail@churchsupplyhouse.com

WEB www.churchsupplyhouse.com



RELIGIOUS NOVELTIES, SACRED VESSELS, STATUARY, VESTMENTS, BOOKS, SURPLICES, ALBS, CANDLES & MORE

The Church Supply House

Invoice

DATE

INVOICE #

3/19/2013

124272

BILL TO

ARMED FORCES RETIREMENT HOME

1800 BEACH DRIVE
GULFPORT, MS. 39507

SHIP TO

ARMED FORCES RETIREMENT HOME

1800 BEACH DRIVE
GULFPORT, MS. 39507

P.O. NUMBER

TERMS

REP

VIA

F.O.B.

NET 30 DAYS A/R

RRR

UNITED PARCEL

Metairie, LA

QUANTITY

ITEM CODE

DESCRIPTION

PRICE EACH

AMOUNT

2

18

HUND - 13" - 18" PALM STRIPS

11.90

23.80

S&H MISS.

SHIPPING/INS.

10.50

10.50

0.00%

0.00

AFRH 10/10
CATHOLIC OFFERING FUND
1800 BEACH DR.
GULFPORT, MS 39607

1077

3/23/13 Date 85-360/655 32

Pay to the Order of J. Prestes & Company Inc. \$ 34.30

thirty four dollars 30/100 Dollars

Hancock Bank.
Member FDIC / hancockbank.com

For

06550368 1077 04470552 1

DON'T FORGET TO ORDER YOUR PALMS AND PASCHAL CANDLE

PLEASE KEEP PALMS IN A COOL PLACE.

Total

\$34.31